BRAILLE AUTHORITY OF NORTH AMERICA
Fall 2009 MEETING

Friday, September 25, 2009, 9:00 – 5:00 PM
Saturday, September 26, 2009, 8:30 AM – 5:00 PM
Sunday, September 27, 2009, 8:30 AM – 12:00 PM
Hosted by
American Foundation for the Blind
Meeting Site: University of Pittsburgh
Pittsburgh, Pennsylvania

Minutes

1 Call to Order.....Judy Dixon

Chairperson Judy Dixon called the meeting to order at 9:00 a.m.

On behalf of the American Foundation for the Blind, Frances Mary D'Andrea welcomed attendees and introduced Dr. Alan Lesgold, Dean of the University of Pittsburgh School of Education, and Dr. George Zimmerman, Vision Studies Program Coordinator for the University. Both welcomed the BANA Board and observers and spoke of the rich legacy of leadership that has been contributed by graduates of the university's vision studies program. They also commented on the proximity of the international G-20 Summit that is taking place here in the city of Pittsburgh and near Posvar Hall on the university campus where the BANA meeting is being held.

Chair Judy Dixon led everyone in a moment of silence in memory of late BANA Board Member Mary Archer, who passed away since our meeting in March. Mary had been an actively contributing Board Member and served as BANA Treasurer at the time of her death. Her work has been genuinely appreciated, and she will be deeply missed.

Judy Dixon welcomed Sharlyn Ayotte representing new Associate Member, T-Base Communications. She also welcomed Sue Costa, T-Base Communications staff member who is observing the meeting.

3 Seating of BANA Members: Judy Dixon

The reappointment of the following Board Members through 2012 was confirmed:
AER: Diane Wormsley
ASB: May Davis
CTEBVI: Sue Reilly
NLS: Judy Dixon

4 Self-Introductions: Representatives and Observers

BANA Representatives Attending:

- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
- Susan (Sue) Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEVBI), Vice Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Secretary
- Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair
- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Eileen Curran, National Braille Press (NBP)
- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
- Jennifer Dunnam, National Federation of the Blind (NFB)
- Bonnie Grimm, Braille Institute of America (BIA)
- Doug Jacques, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
- Dorothy Worthington represented the National Braille Association (NBA) in the absence of Mary Archer.

Joanna Venneri attended in her role as Administrative Assistant.

BANA Representatives Not in Attendance:

- Mary (May) Davis, Associated Services for the Blind (ASB)

Associate Members in Attendance:

- Sharlyn Ayotte, T-Base Communications

Associate Members Not in Attendance:

- Maria Stevens, Royal New Zealand Foundation of the Blind
- Romeo Edmead, Matilda Ziegler Magazine

Observer:
Sue Costa, T-Base Communications

5 Meeting Arrangements.....Frances Mary D’Andrea

Frances Mary D’Andrea explained logistics and plans for the BANA Board meeting, including the university facilities, arrangements for the Open Forum, meals, and transportation.

6 Board's Liability Statement ..... Mary Nelle McLennan

Secretary Mary Nelle McLennan read the following statement:
BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval.....Judy Dixon
The Board approved the agenda as submitted.

9 Administrative Matters.....Judy Dixon

9.1 BANA Treasury: Judy Dixon
Chair Judy Dixon reported that we are unable to access our funds due to complications caused by the death of Treasurer, Mary Archer. To have the funds transferred may require Judy, as Chair, to appear at a branch of the Minnesota bank with verification of her position as Chair and with certification of Mary's death. She will continue to work through the legal and banking procedures necessary to access and transfer BANA's funds.

9.2 Conference Calls: Judy Dixon and Kim Charlson
Judy announced that ACB's conference calling service terminated a few months ago and that BANA now has established a service with AT Conference for 4.5 cents per minute. This has been running $150.00 monthly, but is likely to increase.

GC: Kim will compile a list of free conference call options for those who would be able to use that model, which requires each caller to pay for his or her own long distance charges.

9.3 BANA's Administrative Assistant: Judy Dixon and Joanna Venneri
Judy Dixon introduced Joanna Venneri, who has accepted the volunteer position of Administrative Assistant to the BANA Board. Judy thanked Joanna for her work on previous BANA committees as well as the work she performed in preparing materials for this meeting and for the BANA website.

Email Motion MSC: On August 5, 2009, a motion was made by Kim Charlson and seconded by Bonnie Grimm that BANA authorize up to $800 in expenses for Joanna Venneri to attend the fall 2009 BANA board meeting in Pittsburgh to become more familiar with the duties of the BANA Administrative Assistant. The motion passed with ten members voting to approve the motion and two members (May Davis and Jennifer Dunnam) not voting.

Judy Dixon and Secretary Mary Nelle McLennan introduced a new electronic form that members are asked to submit when making a motion in order to provide a written record of all Board motions. Judy also introduced the file repository that she recently established on a web server. This file repository can be used by all Board Members for posting and sharing BANA documents and files. The group discussed the purpose of the motion form and the file repository and the process for using both.

9.4 Proposal for Dispensation of Charges: Jennifer Dunnam and Doug Jacques

The proposal was included in the notebook of materials for this meeting. The Board discussed the three proposed dispositions and recommended that the disposition “DONE” still needs clarification.

GC The committee will revise the proposal and send to the Board for review and potential approval.

GC Board liaisons should review the new charge forms and processes with their respective committee chairs.

10 Braille Formats Technical Committee ..... Lynnette Taylor

Kim Charlson, Board Liaison to the committee, read the report.

Kim Charlson suggested that this committee might be better served by a liaison with a transcribing background.

MSC: Jennifer Dunnam made a motion that Sue Reilly be appointed as Board Liaison to the Braille Formats Technical Committee. The motion was seconded and passed unanimously.

GC: The Board expressed its appreciation to Kim for her service as Board Liaison to the Braille Formats Technical Committee.

Chair Judy Dixon will formally notify the committee chair of this new appointment.

The committee report mentioned that funds for a face-to-face meeting will be requested in the next committee report. However, all budget requests are to be made to the Board at its fall meeting in order for them to establish a budget for the following year. Chair Judy Dixon will contact Committee Chair Lynnette Taylor and discuss the need to make funding requests in the fall.

Due to confusion in the length of terms of service for committee appointments recommended in the committee report, the vote on approval was delayed until

the appropriate terms of service could be determined. The appointments will be made through an email vote.

MSC: Darleen Bogart moved that Dena Garrett be appointed as a full committee member of Braille Formats Technical Committee for a term ending in 2011; and that Dorothy Worthington be reappointed as consultant to Braille Formats for her expertise in mathematics. The motion was seconded and passed unanimously.

GC: Sue Reilly will clarify with the committee Charges #117, #128, and #171.

> [**Charge #117** (4/17/2005) to clarify How to Handle Spread Sheets with Column Headings]
>
> [**Charge #128** (11/3/2005) That the final draft of the spreadsheets rule be prepared for the technical committee review process, including the exact reference of where it will be inserted, and in context, using specific language and numbering.]
>
> [**Charge #171** (5/15/08) to prepare guidelines for the production and formatting of menus.]

GC: The Board changed the dispensation of Charge #117 and Charge #171 to "Waiting."

MSC: Kim Charlson moved that the Board declare Braille Formats Charge #134 to be "DONE." The motion was seconded and passed.

> [**Charge #134** (11/3/2005) prepare Joint statement as a result of approved motion: moved to approve the Joint Statement of the Literary and Formats Committees with the following modifications and clarifications: 1) In Braille Formats specifications, clarify the intent of the altered order portion of the statement; 2) Change the production statement from Braille Formats specifically to more general consideration; 3) Add Braille to both, and in English Braille American Edition add "dot order".]

GC: The Board discussed the disposition of Charge #172 and determined that the status should be "TBA" and that language be brought to the Board for approval.

> [**Charge #172** (5/15/08) work with the CBC committee to create guidelines for the transcription of screen shots, web pages, and other displays captured from electronic media.]

MSC: Kim Charlson made a motion that Charge #178 be declared "DONE." The motion was seconded and passed.

> **Charge #178** (11/09/08) to include wording in Braille Formats referring transcribers to the Computer Braille Code for direction on how to handle the format of the special symbols page whenever computer code is used in a volume.

Associate member Sharlyn Ayotte expressed concern about the lack of standardized formats for bank and billing statements. It was suggested that a group be formed to write a guidelines statement on this topic. Further discussion was deferred to the portion of the meeting that addresses the Education and Outreach Committee report.

11 Computer Braille Technical Committee (CBC)..... Lissa Hirshson

Eileen Curran, Board Liaison to the committee, read the report, which is on file.

Eileen reported that CBC Rule 3.3 is ready for posting on the website with the following change to the first paragraph: "Standard Computer Braille Code symbols, including any symbols that have been devised by the transcriber, should be listed on a "Special Symbols" page. These symbols must be transcribed in accordance with the rules of the *Braille Formats: Principles of Print to Braille Transcription* (latest edition)."

MSC: Eileen Curran moved that Charge #173 to address when "beginning and ending CBC indicators may or may not be necessary" be declared "DONE." The board declares that there should be no change to the rule. The motion was seconded and passed

> [**Charge #173** (5/15/08) To address when beginning and ending cbc indicators may or may not be necessary, for example in e-mail addresses and URL's.]

GC: The Board agreed that the liaison for the CBC Committee should inform the committee that the input received so far is sufficient for Charge #78 and that the CBC Committee should move forward with implementation of this charge and write the rule with their recommendation on use or nonuse of the continuation indicator.

> [**Charge #78** (5/11/2003) that the CBC Technical Committee look at the use of the continuation indicator and any other CBC symbols for which the rules of usage may need to be modified and report back to the board.]

MSC: Eileen Curran moved that Bruce Toews be appointed as a full member of CBC Technical Committee and that John Jackson and Joe

Sullivan be reappointed for additional 2 year terms to this committee. All three will have terms expiring 2011. The motion was seconded and passed.

13 Ad Hoc Foreign Language Committee ..... Ann Kelt

Eileen Curran, Board Liaison to the committee, read the report, which is on file, and she provided a brief review of the evolution of the work on a foreign language manual.

Eileen pointed out that the CDs of the Foreign Language Manual that were distributed at the spring 2009 meeting still had unresolved font issues and other errors. Ann Kelt and the committee sent revised CDs that were distributed to the Board.

The Board held a lengthy discussion considering at what point we send the proposed foreign language manual out for committee review and how to proceed with review by technical committees.

Judy Dixon and Joanna Venneri agreed to work to determine the status of the document and to establish appropriate file format.

Kim Charlson agreed to provide hardcopy print versions upon request, and Doug Jacques will provide braille versions upon request.

Eileen Curran and Judy Dixon will work with Committee Chair Ann Kelt to craft a notice to technical committee members about the review of the proposed manual.

GC: The Board assigned the disposition of "Waiting" to Charge #144.

> [**Charge #144** (10/22/2006) to complete the Manual for Foreign Language Transcribing, including the inclusion of examples and the revision of rules.]

14 Literary Braille Technical Committee .....Martha Pamperin

Darleen Bogart, Board Liaison to the committee, read the report, which is on file.

Darleen announced that Sharon Clark has resigned from this committee. Darleen also expressed concern that, with Sharon Clark's resignation, there is no longer a teacher on this committee.

MSC: Darleen Bogart made a motion that Nancy Barker be appointed as a committee member to complete Sharon Clark's term until 2010; that Robert Stepp and Linda Jacobson who are currently consultants be appointed as full members for two year terms ending 2011; and that Tom Keith be

reappointed for a two-year term ending 2011. The motion was seconded and passed.

MSC: Darleen Bogart moved that the Braille Literary Technical Committee be authorized to send the draft rules when they are completed to a panel of braille experts who have not been involved in the creation of the draft. A list of potential reviewers will be provided through the committee liaison to the BANA board. The motion was seconded and passed.

15 Mathematics Technical Committee..... Dorothy Worthington

Dorothy Worthington read the report, which is on file.

MSC: Diane Wormsley made a motion that the Board approve the language of the clarifications presented in the math report for inclusion in an addendum to the Nemeth code regarding italic typeform indicators and compound expressions with the following additions: that a mathematical expression is considered as a "word," and that an additional example be added that shows a number at the beginning of the expression. The motion was seconded and passed.

MSC: Jennifer Dunnam made a motion that the new rules regarding tables and keys be declared ready for technical review. The motion was seconded and passed.

MSC: Jennifer Dunnam made a motion that the new rules regarding use of punctuation indicators with capitalization and punctuation indicators with abbreviations be declared ready for technical review. The motion was seconded and passed

MSC: Eileen Curran made a motion that Helen McMillan and Jean Simpson be reappointed as committee members with terms to expire in 2011; that Joanne Baldwin be appointed as a committee member with a term to expire in 2010; and Mary Denault be appointed as a committee member with a term to expire in 2011. The motion was seconded and passed.

16 Music Braille Technical Committee ..... Lawrence Smith

Jennifer Dunnam, Board Liaison to the committee, read the report, which is on file.

MSC: Jennifer Dunnam moved that Karen Gearreald, Tom Ridgeway, and Karin Auckenthaler be reappointed as members of the music committee, for terms to end in 2011; and that Dan Geminder be appointed as a member for a term to end in 2010. The motion was seconded and passed.

17 Refreshable Braille Technical Committee ..... Caryn Navy

Judy Dixon, Board Liaison to the committee, read the report, which is on file.

Email Motion MSC: On June 12, 2009, it was moved by Kim Charlson and seconded by Mary Archer that Dana Winikates be added to the Refreshable Braille Committee as a member pro tem until the Linear Braille Code has been incorporated into the Duxbury Braille Translator. The deadline for this vote was Friday, June 19 at 12:00 EDT. The motion passed unanimously, with all Board Members except the Chair voting.

MSC: A motion was made by Kim Charlson that the Board reappoint Eric Guillory for a two-year term ending in 2011; appoint Virginia Parker as a member with a term ending 2011; and appoint Dana Winikates as a consultant for braille translation expertise. The motion was seconded and passed.

18 Ad Hoc Committee on Braille Signage and Labeling .....Kim Charlson

Kim Charlson, Committee Chair, read the report, which is on file.

20 Ad Hoc Committee on Standardized Tests ..... Diane Spence

Bonnie Grimm, Board Liaison to the committee, read the report, which is on file.

There were no changes in committee make up. Bonnie reported that she had contacted Committee Chair Diane Spence who confirmed that Dena Garrett will be an effective connection to the Braille Formats Technical Committee.

21 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines:Sue Reilly

Sue Reilly, Committee Chair, read the report, which is on file.

23 Nominating Committee ..... Darleen Bogart

Darleen Bogart, Committee Chair, read the report, which is on file.

The slate of officers put forth by the Nominating Committee consisted of:

Chair: Judy Dixon
Vice-Chair: Sue Reilly
Secretary: Mary Nelle McLennan
Treasurer: Bonnie Grimm
Past Chair: Kim Charlson (position assumed by previous service)

Other nominations were called for three times. There were no other nominations.

MSC: Doug Jacques made a motion that the slate of officers be elected by acclimation. The motion was seconded and passed.

MSC: Darleen Bogart made a motion that Bonnie Grimm be appointed to fill the vacancy in the remainder of the term of treasurer caused by the death of Mary Archer, who passed away on September 15, 2009; the term ends December 31, 2009. The motion was seconded and passed.

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12 Crafts and Hobbies Technical Committee.....Marcy Ponzio

In the absence of May Davis, Board Liaison to the committee, Judy Dixon read the report, which is on file.

Judy detailed recent discussions regarding the make up of the committee.

MSC: Frances Mary D'Andrea moved that Lorraine Banks and Camille Cafarelli be reappointed as members of Crafts & Hobbies through 2011 and that the Board appoint members Jill Pariso and Norma Boge through 2010. The motion was seconded and passed.

19 Ad Hoc Committee on Early Literacy Materials (ELMP).... Betsy Burnham

Diane Wormsley, Board Liaison to the committee, read the report, which is on file.

Diane reported that little action has taken place since the face-to-face meeting at APH in January. Diane will contact Committee Chair Betsy Burnham to determine a schedule for revision of the current promising practices document.

There is no change in the membership of the committee.

22 Tactile Graphics Technical Committee.....Lucia Hasty

Mary Nelle McLennan, Board Liaison to the committee, read the report, which is on file. She also read the report of the BANA/Canadian Braille Authority (CBA) Joint Tactile Graphics Committee. This report detailed the work of the joint committee at is September 2009 face-to-face meeting. The committee requested that the remaining portion of the 2009 budgeted funds be used to cover the expenses for another face-to-face meeting to complete the final version of the text and to make final determination of examples to be included in the supplements.

MSC: Darleen Bogart made a motion that the Board authorize a final meeting of the Tactile Graphics committee on December 5-11, 2009, using the remainder of their budgeted funds for 2009. The motion was seconded and passed.

MSC: Mary Nelle McLennan moved that the Board reappoint Allison O'Day and Diane Spence as committee members to the Tactile Graphics Technical Committee, with terms ending 2011; reappoint Susan Osterhaus as a committee member with a term ending 2010; reappoint John McConnell and Sarah Morley Wilkins as consultants to the committee for their expertise in tactile graphics. The motion was seconded and passed.

GC: The Board discussed apparent issues with the existing draft of the O&M chapter in the proposed guidelines and recommended that the committee find another author to write a chapter for the initial publication if feasible. The Board was firm in its recommendation that the rewriting of this chapter should not delay the finalization of the guidelines. If this would create further delay, the Board recommends that the chapter be eliminated from the initial version of the guidelines and be rewritten for publication at a later time.

GC: Bonnie Grimm will email all those who have not returned their review copies of the proposed guidelines.

Bonnie Grimm reported that the Braille Institute (BIA) returned all masters to the committee members and that BIA is storing the returned review copies in case some of the tactile graphic examples can be used in the final publication.

GC: The BANA Board expressed its sincere appreciation to Frances Mary D'Andrea for her diligent work in designing and managing the review process for the proposed tactile graphic guidelines. The Board gratefully acknowledged the excessive number of hours and the tireless effort she provided during this complex and extensive project.

At 10:00 AM, the Board conducted an Open Forum, which was attended by a number of Pennsylvania consumers of braille and/or professionals in the field of education and rehabilitation of students and clients who are blind or visually impaired. The Pennsylvania-Delaware Chapter of AER hosted the event by providing "Mug and Muffin" refreshments for all in attendance.

The Open Forum addressed the following topics:

- Nemeth Uniform Braille System (NUBS)
- What to do when math symbols are embedded in literary materials?
- Tell it to BANA: How can BANA best meet the needs of readers, teachers, and transcribers in the 21st century?

The Board expressed its appreciation to Frances Mary D'Andrea for coordinating a very successful Open Forum and to Brenda Egan, Penn-Del AER President, and Sister Meg Fleming, Penn-Del AER President-Elect, for providing the refreshments.

25 Bylaws Committee..... Darleen Bogart

Darleen Bogart, Committee Chair, presented the report, which is on file.

MSC: Darleen Bogart moved that the Board approve section 6.1.1. of Bylaws as amended. The motion was seconded and passed. Section 6.1.1 now reads:

6.1.1 (9-09) Committee Membership Responsibilities:
By accepting membership on any type of BANA committee the member agrees to:

- communicate in a timely fashion
- have regular access to email and the internet
- participate fully in the discussion of the issues assigned to the committee
- consult with colleagues on issues under discussion for broad input
- vote by the deadline date on all decisions required by the committee
- share administrative/housekeeping tasks of the committee
- attend face-to-face meetings
- consistently works toward completing assigned tasks by designated deadlines

MSC: Doug Jacques moved that the Board approve section 6.1.2 of Bylaws as proposed. The motion was seconded and passed. Section 6.1.2 now reads:

6.1.2 (9-09) Non-participating Members:
In the event that a committee member is unable to fulfill all the responsibilities of membership, it is expected that the member will resign from the committee in writing to the committee chair.

If a member is deemed to be non-participating by the committee chair or liaison, the committee chair, shall contact the member and discuss the responsibilities of membership, and determine whether the member wishes to continue as a committee member. Only members fully participating in the work of the committee will be reappointed.

A member who is not reappointed will be notified in writing by the BANA Chairperson that reappointment was not made. Dependent upon the past contribution of the non-participating member, a certificate of appreciation may or may not be sent.

MSC: Diane Wormsley made a motion that the Board accept 6.1.3 of Bylaws as amended. The motion was seconded and passed. Section 6.1.3 now reads:

6.1.3. (9-09) Committee Chair - Job Description:

- work with the BANA Chairperson for the appointment and reappointment of committee members and consultants, when necessary
- work with the Board Liaison re: advice on general working of the committee; charges from the Board; reports for the Board; participation of committee members
- prepare reports for the Board meetings
- prepare reports to the Board for each face-to-face meeting on rulings and clarifications made since the last report; committee recommendations; and other findings
- request committee appointments of members and consultants in the report to the Board at its annual (fall) meeting
- present reports in person at Board's request when there is a major project/assignment completed
- request the budget for the coming year in the report to the Board at its annual (fall) meeting
- submit proposals to appropriate groups for review and feedback
- consider feedback and incorporate, as appropriate into final report and recommendations to the Board
- chair all meetings: face-to-face, electronic, and telephone conference calls
- prepare and pre-circulate an agenda for each meeting
- appoint note-taker for each meeting
- work via the authorized BANA listserv for the committee for all committee work between meetings
- assure that meeting notes are circulated on the listserv and that they include any decisions made on the listserv between meetings
- inform committee members about relevant Board decisions
- assign committee work to each committee member as appropriate in order to meet targeted deadlines
- prepare a request for a consultant based on the charges to the committee and the lack of the required expertise on the committee for a specific charge
- discuss changes, additions or deletions to the charges from the Board with the liaison prior to requesting the action in the report to the Board.

MSC: Eileen Curran moved that the Board accept section 6.1.4 of Bylaws as amended. The motion was seconded and passed. Section 6.1.4 now reads:

6.1.4. (9-09) The BANA Chairperson is responsible for the orientation of all new committee members. Upon appointment, each new committee member shall receive a welcome letter from the BANA Chairperson with a copy of the relevant section of the BANA Bylaws and Policies pertaining to committees as

well as any information concerning the specific committee and its charges to which the individual has been appointed. The BANA Chairperson and the committee chair shall both be available to answer questions and provide overall guidance.

MSC: Frances Mary D'Andrea made a motion that the Board accept section 6.2.6 of Bylaws as amended. The motion was seconded and passed. Section 6.2.6 now reads:

6.2.6. (9-09) Committee Chair should be chosen based on expertise in the code/subject of the charges, as well as proven leadership and communication skills.

MSC: Diane Wormsley moved that the Board accept section 6.2.7 of Bylaws as amended. The motion was seconded and passed. Section 6.2.7 now reads:

6.2.7. (9-09) Responsibilities of Technical Committee Liaisons

- Inform committee chairs of decisions made at Board meeting.
- Answer questions for committee and bring concerns of committee to chair of BANA.
- Present the report to Board and be prepared to clarify its content.
- Ensure that reports get to Board in a timely manner and in accordance with the Technical Committee Reporting Outline.
- Make sure committee chair is aware of and following BANA policies and procedures.
- Review past minutes of Board meetings to ensure committee is following through on charges and other recommendations from the Board.
- Assure that all committee members have a current copy of the appropriate code.
- Attend committee meetings as appropriate.
- Monitor the committee listserv.
- Support the committee chair by being available for discussion when needed.
- Support the committee chair in resolving issues with non-participating members and report outcomes to the BANA Chair.

The Board then reviewed and discussed step #9 of the action plan to improve committee effectiveness, which is part of the Board's strategic planning work.

MSC: Eileen Curran moved that Doug Jacques be appointed to the Bylaws committee. The motion was seconded and passed.

26 Strategic Planning ..... Diane Wormsley and Mary Nelle McLennan

Mary Nelle McLennan reviewed the work accomplished at the spring meeting in San Francisco and on the May 20 conference call. Diane Wormsley then led the

group in a discussion of the teams designed to gather input from the groups of identified stakeholders.

GC: Team leaders will spend the next six months working with their respective team members to construct action plans for gathering input from the stakeholder groups in their specific audiences. The action plans need to be complete and ready for presentation at the Board's spring 2010 meeting.

The Board established a conference call for 12:00 noon on October 5 for a meeting of the team leaders (Jennifer Dunnam, Eileen Curran, and Sue Reilly) with Judy Dixon, Diane Wormsley, and Mary Nelle McLennan. The purpose of this call will be to review the goals and processes involved in building the action plans for gathering input.

GC: Chair Judy Dixon will, on behalf of the BANA Board, contact each committee, notifying them of committee appointments and reappointments.

MSC: Jennifer Dunnam moved Charge #193 for the Bylaws Committee be declared "DONE." The motion was seconded and passed.

[**Charge #193** (3/15/09) Address the items listed in the strategic planning action plan on improving committee effectiveness.]

27 Education and Outreach Committee..... Frances Mary D'Andrea

Frances Mary, Committee Chair, read the report, which is on file.

MSC: Jennifer Dunnam moved that Charge #180 of Education & Outreach Committee be declared "DONE." The motion was seconded and passed.

[**Charge #180** (11/09/08) To create a subcommittee for maintaining a process for recruiting volunteers to serve on BANA committees.]

GC: The Board agreed that, in order to allow time for strategic planning and because we held an Open Forum in the Boston area in November 2008, we will eliminate a forum at the 2010 spring meeting to be held at Perkins School for the Blind.

<u>BANA Position Papers, Guidelines, and Fact Sheets</u>:
Email Motion MSC: On May 15, 2009, a motion was made by Jennifer Dunnam and seconded by Mary Archer that the size and spacing of braille fact sheet, distributed on May 15, 2009, be approved as a BANA fact sheet and posted on the BANA web site. The following Board Members voted to approve the motion: Archer, Bogart, Charlson, Curran, Dunnam, Jacques, McLennan, and Wormsley. Board Members not voting were D'Andrea,

Davis, Grimm, and Reilly. The motion passed with eight votes to approve and four members not voting.

The Board discussed developing additional guidelines for posting on the BANA website. Chair Judy Dixon encouraged the Board to consider how we can better serve the smaller, more casual braille need such as menus, business cards, and other daily-use, general interest applications. She asked us all to explore other topics for such guidelines.

GC: Sue will work with Lynnette Taylor, Chair of the Braille Formats Technical Committee, to get the menu guidelines ready for posting on the web.

BANA Conference Exhibit:
Eileen Curran and Kim Charlson reported on their research into the purchase of a trunk for shipping exhibit materials along with the new banner. This led to a discussion of the purpose and goals and nature of BANA's exhibits at various conferences.

GC: Pending further study of the purpose, goals, and nature of BANA exhibits, the Board agreed not to purchase a trunk at this time.

GC: For the Getting in Touch with Literacy Conference in November, Frances Mary D'Andrea will develop a general brochure that will be included in the conference attendees' packets. Doug Jacques and Clovernook will provide the braille versions. Mary Nelle McLennan and APH will provide the print copies.

BANA Award:
The Board discussed the establishment of an awards committee to be made up of Board members and members of BANA technical committees.

MSC: Frances Mary D'Andrea moved that Eileen Curran and Darleen Bogart be appointed to the new BANA awards committee and that they recruit three additional members from BANA committees. The motion was seconded and passed.

Volunteers:
GC: Kim agreed to convene a meeting of the subcommittee consisting of Judy Dixon, Diane Wormsley, and Jennifer Dunnam, and herself to determine how to proceed with the volunteer list that has been developed.

Committee Membership:
MSC: Frances Mary D'Andrea made a motion that Mary Nelle McLennan and Diane Wormsley rotate off the Education and Outreach Committee and that

May Davis and Doug Jacques be appointed as committee members. The motion was seconded and passed.

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Diane Wormsley introduced guest observer Dr. Ralph Peabody, who is the former head of the University of Pittsburgh vision studies program.

28 Publications Committee..... Mary Nelle McLennan

Mary Nelle McLennan, Committee Chair; read the report, which is on file.

The Board discussed previous considerations presented by an earlier Publications Committee regarding point size and font to be used in BANA publications. The Board suggested that the Publications Committee review the issues involved and make its own set of recommendations to be submitted to the Board for consideration.

It was pointed out that the BANA website does not show the URL address on items such as position papers and fact sheets. The Board agreed that the URL should be available to users of our website.

MSC: Frances Mary D'Andrea moved that Susan Christiansen and Doug Jacques be reappointed as committee members and that Brenda Loughrey be added to the publications committee, all three with terms through 2011. The motion was seconded and passed.

29 BANA Braille Research Committee..... Diane Wormsley

Diane Wormsley, Committee Co-Chair, read the committee report, which is on file.

Email Motion MSC: On June 13, 2009, Jennifer Dunnam made a motion, seconded by Kim Charlson, that BANA undertake an evaluation of the Nemeth Uniform Braille System. A proposal was distributed by Diane Wormsley. The vote on this motion ended Saturday, June 20 at 8 A.M. Eastern Time. The motion passed unanimously, with all Board Members except the Chair voting.

MSC: Frances Mary D'Andrea moved that Charge #182 regarding the tactile graphics review process be declared "DONE" The motion was seconded and passed.

[**Charge #182** (11/09/2008) That the Research Committee pilot the tactile graphics guidelines review tool with all haste; that the 90 day review begin when the tool is ready; and that the results of the review will be handed over to the Tactile Graphics Committee after they have been analyzed and compiled by the Research Committee.]

MSC: Frances Mary D'Andrea moved that Robert Engelbretson be added to the BANA Braille Research Committee. The motion was seconded and passed.

30 Secretary's Report

Email Motion MSC: On July 14, 2009, Eileen Curran made a motion to approve the minutes of the Spring 2009 BANA Board Meeting. Mary Archer seconded the motion, which passed with 11 members voting yes and one member (Doug Jacques) not voting.

Secretary Mary Nelle McLennan read into the record six motions that had been made and voted on by email. Those motions are reflected within their respective topics in the minutes of this meeting.

33 BANA Listservs

Judy Dixon presented a request from associate member Sharlyn Ayotte for both her as CEO and Sue Acosta of her staff to be on the BANA-l listserv. The Board discussed this request and its potential ramifications.

MSC: Doug Jacques made a motion that, because bana-l is the working list for the BANA Board, it be reserved for BANA representatives only. Representatives are encouraged to distribute information from that list to appropriate individuals within their organizations. The motion was seconded and passed with one opposing vote.

Board members are asked to review the listserv lists and notify Judy Dixon and Kim Charlson of any changes or additions that should be made.

34 Treasurer’s Report

Sue Reilly summarized the 2009 budget to date and presented the proposed budget for 2010, which is on file. She reported that the 2009 expenses to date are $17,335.46. The budgeted expenses for 2010 are $16,800.00.

MSC: Jennifer Dunnam made a motion that the Board approve the budget as presented for 2010. The motion was seconded and passed.

36 Press Releases

The Board discussed topics and announcements that should be communicated through press releases. As Vice-Chair, Sue Reilly is responsible for drafting and circulating the press releases.

GC: The following schedule and series of topics was agreed upon by the Board:

- **November: CBC announcement regarding Rule 3.3**
- **November 15: Announcement of April 2010 Board Meeting at Perkins**
- **December: IPA**
- **January: Announcement of new officers, representatives, and associate memberships**
- **February: Size and Spacing**

39 Spring 2010 Meeting

Kim Charlson and the American Council of the Blind will host the spring 2010 meeting in Watertown, MA, April 8 through 11. The meeting will begin at 2:00 P.M. on Thursday, April 8. The meeting will be held at the hotel and dinner will be held at that site.

40 Fall 2010 Meeting

The fall 2010 meeting will be hosted by Darleen Bogart and CNIB in Toronto, Ontario. Tentative dates for the meeting are October 30, 31, and November 1. The Canadian Braille Conference will be held in Toronto on October 28 and 29, just prior to our meeting.

43 New Business

California test for prospective contract transcribers – California's Clearinghouse for Specialized Media and Translations has proposed a test for prospective contract transcribers. Ann Kelt submitted this for consideration by the BANA Board. After detailed discussion and deliberation, the Board took the following action.

MSC: Jennifer Dunnam moved that in response to the letter from CSMT asking BANA to sanction the California test for prospective transcribers, the Chair of BANA send a letter to CSMT indicating that sanctioning tests is out of the scope of BANA's work. The motion was seconded and passed.

Research in the Rockies – Frances Mary D'Andrea announced the June 2010 Research in the Rockies meeting which will be held in Denver. She encouraged BANA to consider submitting a proposal in response to the call for papers.

Alvarado Code – Judy Dixon referred to the earlier draft that she had distributed to the Board. This document explained the 12-dot Alvarado Code. Concern was expressed that a 12-dot code would result in far too many dot combinations for a person to remember and a cell size so large that it would require vertical scrubbing to be read. No action is requested on this item at this time.

37 UEB Update ..... Darleen Bogart

Darleen Bogart reported that the rule book is currently out for review and that January is the target for its completion. A decision regarding UEB in Canada is expected to be made in the spring of 2010.

38 International Braille Organizations

38.1 ICEB

GC: The Board agreed to appoint the following BANA Board members to ICEB Committees:

- **Public Relations and Braille Promotion – Frances Mary D'Andrea**
- **Refreshable Braille – Imke Durre**
- **Tactile Graphics – Diane Spence**
- **Training – Eileen Curran**

38.2 World Braille Council

Judy Dixon has been asked to be the ICEB representative and Diane will represent ICEVI at the meeting of the World Braille Council in Madrid.

As the meeting drew to a close, the Board thanked Frances Mary D'Andrea and the American Foundation for the Blind for coordinating and hosting this meeting. The Board also thanked Mary Nelle McLennan for her work and support with meeting arrangements.

The meeting was adjourned at 12:00 noon.

Appendix A:

BANA Outreach and Education Papers Posted on Website

As of September 2009

Position Papers		
A Braillist's Pledge of Professional Ethics		Completed (NBA) and posted
Capitalization Style for the Word “braille”		Completed and posted
Braille Is NOT a Language		Completed and posted
Terminology: Contracted and Uncontracted Braille		Completed and posted
The Use of the Braille Slate And Stylus		Completed and posted
Fact Sheets		
BANA’s Braille Unification Efforts		Completed and posted
Eight-Dot Braille		Completed and posted
Size And Spacing Of Braille		Completed and posted
Guidelines		
Guidelines for Brailling Business Cards		Completed and posted
Promising Practices for the Transcription of Textbooks for Grades K-3		Draft 1 complete and posted; update in process
Guidelines for the Production of Materials through the Use Of Braille Production Software		Completed and posted

Appendix B
OPEN FORUM
Fall, 2009

Frances Mary D'Andrea, Chair of BANA's Education and Outreach Committee, welcomed all present and explained the structure and activities of BANA. She thanked the Penn-Del chapter of AER for sponsoring the refreshments.

All present introduced themselves. The participants included working and retired teachers, transcribers, and proofreaders; braille readers; and administrators from a school for the blind.

Next Judy Dixon, Chair of BANA, discussed the background of the Nemeth Uniform Braille System (NUBS). BANA has been asked to evaluate this new code, the purpose of which is to combine the literary, math, and computer codes into one system. Some of the differences from current literary braille were discussed: numbers in the lower part of the cell; two modes—narrative and notational mode; some changes in punctuation; some changes in techniques for capitalization etc. Judy walked the group through the handout, and several members of the group read the handout examples aloud. Judy indicated that reading tests and focus groups had been conducted at the NFB and ACB conventions this summer. As a result of the research, Dr. Nemeth is considering changing the colon. There will be more focus groups with transcribers, parents, and teachers at GITWL in November and at NBA in October. One participant felt that consideration should be given to putting number signs in more places so that the braille reader would have an easier time reading the numbers. The example of the equation on the handout raised the question of whether the reader must conceptually understand what an equation is in order to know what the braille means. There will be samplers put out in the coming months, and the code in its entirety is available on the BRL2000 web site.

Next, Frances Mary D'Andrea explained that BANA is working to bring Braille Formats and the Literary Braille code into alignment with one another. Eileen Curran walked the group through the handout examples. There ensued a long discussion of the x used as the times sign versus "by." Should transcribers be changing the material for the braille reader?

Math symbols appear frequently now in standard everyday books. The Literary Committee is trying to decide what to do with such symbols. Other discussion occurred about shifting into and out of Nemeth code. One braille reader said that he regularly receives a computer magazine and finds it challenging to switch in and out of computer code. However, the general feeling of the group was in favor of entering and exiting Nemeth as a method of handling the math symbols. One person asked if the ending Nemeth Code indicator could be the same as the beginning indicator. The response was that making the indicators the same could create ambiguity, but that the question would be passed on to the Literary Committee. These indicators will be included on special symbols pages. The participants in this open forum indicated that they do read

the special symbols pages.

Eileen Curran commented that print is changing rapidly, and to keep braille alive, we need a way to represent the print accurately.

A participant wondered why these two systems (NUBS and the literary/formats unification) are being worked on at once – “Who is rooting for what?"

Next, Frances Mary D’Andrea led a discussion of the question of how can BANA best meet the needs of readers in the 21st century with the major changes that have taken place in textbooks and print in general.

What should change about braille?
Comments included:

- The number of classes available to learn braille. Making sure kids are being taught to read and write.
- If the kids are literate and can read braille by 4th grade, then when they are trying to decipher a textbook, they will know enough to figure it out; but the kids need a firm foundation. This is not always happening now.

Q: How about kids with additional disabilities? What about adults learning braille?

- I work a lot with adults. Not enough time is spent on braille in the agency I work for. The teacher is not a braille reader, and she does other things; she cannot read contracted braille. People aren't going to learn enough to worry about all the complicated stuff. I'm talking about older people. One of the hardest things is going into contractions for adults.

Q: Regarding some of these new indicators, do they make braille more difficult or easier to learn?

- Easier if already proficient, but harder if the person is just learning.
- Kids learn to read over a long period of time. Building of fluency is very important. An hour a day is not going to cut it for an adult. Part of the problem is with instruction.

Q: BANA is certainly concerned mostly with code. On code, are there things that would help the learner, or should things stay the way they are.

Discussion of transcribers, and are we losing them? Are they more proofreaders/formatters now?

Q: How many changes would you be willing to absorb to get rid of some of the difficult exceptions?

- I would not be disturbed if NUBS was adopted. It is less confusing than all that stuff we're doing with the literary. (comment from a teacher)

- As a yardstick, we have to think about the fact that computer software is generating braille often these days, and that needs to be considered at least as much as the ease of reading.
- We have to think in ASCII.

Q: Summary: Is it the feeling of this group that there is some need for braille to change? Yes.
- But the question is how much.
- As someone who has not read print at all, I don't always realize how fast it is changing.
- I had thought, “What do I care what print looks like?” But knowing that children need this makes me think more about it.

Q: What other worries are there about all this?
- There is so much feeling in the world that braille is not necessary, that there are so few of us that we won't win.
- Some teachers saying as long as the kids know the basics, and as long as they have speech, what do I care about braille? It's happening right now.
- How much more now are we listening rather than reading in braille? We can speed the audio up and cover more ground than in braille. We can get magazines much faster in electronic format than in braille.
- The need for the foundation of braille.
- I use braille the same as you use print. I don't use computers that much, and I still use lots of paper. I braille out recipes from the computer.

Q: How is writing done – electronic or hard copy?
- Mostly I use the slate and stylus.
- I have a PacMate at home, but I can't rely on the PacMate. I like writing things on paper because they get done better than on the note taker.
- Kids learning braille have to develop the finger sensitivity and practice for speed.

Frances Mary D’Andrea explained that the Braille Formats book is being re-written, but the work is being done completely by volunteers.

Before the session wrapped up, participants were encouraged to join BANA-Announce to keep up with the latest BANA happenings.